

**DISTRICT OF COLUMBIA
BOARD OF SOCIAL WORK**

**INSTRUCTIONS AND INFORMATION
FOR APPLICATION TO PRACTICE SOCIAL WORK**

PLEASE READ THESE INSTRUCTIONS CAREFULLY AND COMPLETELY. IF YOU HAVE ANY QUESTIONS AFTER REVIEWING THIS APPLICATION PACKAGE, CONTACT DC BOARD OF SOCIAL WORK CUSTOMER SERVICE AT 1-202-442-9200.

HOW TO USE THIS INSTRUCTION PACKET

These instructions are divided into six sections:

SECTION I	Contains information on who must file, how to file, and when to file an application.
SECTION II	Contains general requirements for all applicants.
SECTION III	Contains information on examination requirements.
SECTION IV	Contains information on education/experience requirements for all U.S. trained applicants.
SECTION V	Contains information on education requirements for foreign trained applicants.
SECTION VI	Contains general information.

SECTION I – FILING INFORMATION

Who Should File: All individuals wishing to practice social work in the District of Columbia.

When to File: After obtaining the appropriate degree from an approved social work education institution, passing the required exam and meeting all experiential requirements.

How to File: Submit a complete application and required fee to the address below. The District of Columbia has no standing or automatic agreement with any jurisdiction regarding reciprocity or endorsement.

Where to File: Submit all correspondence to the following address:

Department of Health
Office of Professional Licensing/Board of Social Work
64 New York Avenue, NE
1st Floor
Washington, DC 20002

Phone: (202) 442-9200

SECTION II – GENERAL REQUIREMENTS

1. All applicants for a license to practice social work in the District of Columbia shall meet the following requirements:
 1. Applicant must be at least 18 years of age.
 2. Applicant must not have been convicted of a crime of moral turpitude which bears directly on the applicant's fitness to be licensed;
 3. The following support materials must be submitted with each application:
 1. A complete, notarized application form.
 2. Two (2) recent passport photographs measuring 2"x2"
 3. Three (3) character references in sealed envelopes. A minimum of two of these references must be completed by working professionals.
 4. An official transcript from the educational institution from which the applicant graduated. Only the transcript appropriate to the level of the application is required. These requirements are identified in the next section.
 5. An official passing exam score report for the level of the application.
 6. The license and application fee of \$130.
 4. LICSW and LISW applicants must include the following materials with their application:
 1. Completed Experience Evaluation Forms
 2. Completed Supervision Verification Forms which document all practice under general supervision and one-on-one immediate supervision. The period of verified supervision should be for not less than two (2) years, and not more than four (4) years. (These forms are to be completed by licensed supervisors and returned to the applicant in sealed envelopes and submitted with the application.)

SECTION III – EXAMINATION REQUIREMENTS

You cannot apply for a Social Work License in the District of Columbia without taking the National Exam. For information concerning exams and exam reservations call the AASSWP reservation line at 800-274-0650. If you have taken your examination outside of the District of Columbia, you will have to transfer your scores to the District. See section 7 of the New License Application for Social Workers for information on how to request the score transfer. Even if you request a score transfer, you should include a copy of your score report with the application.

1. To qualify for a license, an applicant must receive a score of 75 on the appropriate level of the American Association of State Social Workers Boards (AASSWB) examination. The levels are identified below.
 - **Basic** Examination for the **LSWA**
 - **Intermediate** Examination for the **LGSW** license
 - **Advanced** Examination for the **LISW** license
 - **Clinical** Examination for the **LICSW** license
2. Applicants who pass the AASSWB examination within 5 years of the date of the application will not be required to retake the examination. Applicants who pass the examination more than 5 years prior to the date the application is submitted will not be required to retake the examination, if it can be demonstrated (to the satisfaction of the Board) that the applicant has been continuously licensed and practicing as a social worker in the United States since the date of the examination.

**SECTION IV – EDUCATION/EXPERIENCE REQUIREMENTS FOR ALL APPLICANTS EDUCATED
IN THE UNITED STATES**

3. All applicants shall furnish proof satisfactory to the Board that the applicant has successfully completed the following education and experience requirements:

NOTE: Educational Experience must be obtained at an institution with a social work program approved by the Council on Social Work Education (CSWE). These are identified in the AASSWB Candidate Handbook.

License Category	Degree(s)	Experience
License Social Work Associate (LSWA)	BSW	None
Licensed Graduate Social Worker (LGSW)	MSW or DSW	None
Licensed Independent Social Worker (LISW)	MSW or DSW	3,000 Hours Post Masters/Doctoral [★]
Licensed Independent Clinical Social Worker (LICSW)	MSW or DSW	3,000 Hours Post ^{★★}

[★] 100 hours must be immediate supervision by a Licensed Independent Social Worker. People who work in the District of Columbia and submit LISW applications must be licensed for two (2) years at the lower level. People applying from another jurisdiction must have experience under a licensed individual at a level equivalent to or above the level for which they are applying. The period of appropriate supervision must be for not less than 2 years or more than 4 years.

^{★★} 100 hours must be immediate supervision by a Licensed Independent Clinical Social Worker. People who work in the District of Columbia and submit LICSW applications must be licensed for two (2) years at the lower level. In addition to these requirements, applicants for licensure in this category must have completed 3000 hours of post masters or post doctoral work experience participating in the diagnosis and treatment of individuals, families and/or groups with psychosocial problems under general supervision (100 hours) of a Licensed Independent Clinical Social Worker. People applying from another jurisdiction must have experience under a licensed individual at a level equivalent to or above the level for which they are applying. The period of appropriate supervision must be for not less than 2 years or more than 4 years.

Upon approval by the Board, up to 1500 hours of supervision by a licensed psychologist or psychiatrist may be applied toward the supervised practice requirements for an LICSW.

SECTION VII – FOREIGN TRAINED APPLICANTS

Applicants educated outside the United States must demonstrate to the satisfaction of the Board that their education and training are substantially equivalent to an educational program accredited by the Council on Social Work Education (CSWE) by submission of the following materials:

4. A certification from the Foreign Equivalency Determination Service of the CSWE that verifies that the applicant's training and education is equivalent to an education program accredited by the CSWE. To contract the Foreign Equivalency Determination Service, call the CSWE at (703) 683-8080. The fee for this service is \$200 and is collected with the application to the CSWE.
Do not include this fee or application with your license application.
5. An official college/university transcript containing information pertaining to the applicant's academic record. If this document is in a language other than English, it is the applicant's responsibility to arrange for translation into English by a translation service acceptable to the Board. (A translated document must be signed by the translator attesting to its accuracy.)

SECTION VIII – GENERAL INFORMATION

For information concerning Social Work Board meetings, call (202) 442-9200

For information concerning Social Work Education Programs call the CSWE at (703) 683-8080

For information concerning examination registration, call the AASWB at (888) 579-3926

The D.C. Board of Social Work does not have reciprocity with any jurisdiction. Licensure in the District of Columbia **will not** be granted based on licensure in another state. Applicants **must** apply for licensure in the District and meet all of the District's Social Work requirements.